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ABSTRACT

THIS PUBLICATION PROVIDES UP TO DATE INFORMATION ON FEDERAL AGENCY OPERATED TRAINING CENTERS, INCLUDING DATA ON THE NUMBER, VARIETY, AND GENERAL CHARACTERISTICS OF PROGRAM OFFERINGS FOR CIVILIAN EMPLOYEES. LOCATIONS, PURPOSES, COURSES AND OTHER PROGRAMS, ELIGIBILITY FOR ATTENDANCE, SOURCES OF FURTHER INFORMATION, AND OTHER ITEMS OF POTENTIAL INTEREST ARE FURNISHED (WHENEVER APPLICABLE) FOR THE ASIA TRAINING CENTER (DISCONTINUED) OF THE AGENCY FOR INTERNATIONAL DEVELOPMENT; 13 DEPARTMENT OF AGRICULTURE CENTERS; FIVE DEPARTMENT OF COMMERCE CENTERS; 24 DEPARTMENT OF DEFENSE CENTERS (INCLUDING 22 FOR THE ARMY, NAVY, AND AIR FORCE); 12 IN THE DEPARTMENT OF THE INTERIOR; EIGHT UNDER THE PUBLIC HEALTH SERVICE; FOUR IN THE FEDERAL HOUSING ADMINISTRATION; THREE IN THE DEPARTMENT OF JUSTICE; TWO EACH IN THE DISTRICT OF COLUMBIA GOVERNMENT, THE GENERAL SERVICES ADMINISTRATION, THE SMALL BUSINESS ADMINISTRATION, THE DEPARTMENT OF TRANSPORTATION, AND THE TREASURY DEPARTMENT; AND ONE EACH IN THE PANAMA CANAL COMPANY, THE RAILROAD RETIREMENT BOARD, AND THE ATOMIC ENERGY COMMISSION. PARTICIPATION IN AGENCY TRAINING CENTERS IS TABULATED, ALONG WITH NUMBERS OF STAFF, TYPE OF SPONSORSHIP, AND TOTAL OPERATING COSTS. ADDRESSES AND TELEPHONE NUMBERS ARE GIVEN FOR THE TEN REGIONAL CIVIL SERVICE COMMISSION TRAINING CENTERS. LOCATION AND SUBJECT INDEXES ARE INCLUDED. (LY)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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AGENCY TRAINING CENTERS FOR FEDERAL EMPLOYEES

FISCAL YEAR 1969

ED035851

U.S. CIVIL SERVICE COMMISSION
BUREAU OF TRAINING

A0006442

ED035851

AGENCY TRAINING CENTERS

FOR FEDERAL EMPLOYEES

FY 1969

REVISED EDITION, JANUARY 1970

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF TRAINING

TRAINING INFORMATION AND RESOURCES DIVISION

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INTRODUCTION

Because competition for limited Federal resources is keener than ever before, it is necessary to make the optimum use of the resources we have. Agency Training Centers for Federal Employees and the Commission's other training resource documents, the Interagency Training Programs Bulletins and calendars, and the directory of Off-Campus Study Centers are designed to facilitate the economical and effective use of training resources on a Government-wide basis.

Agency Training Centers for Federal Employees is intended to provide management and training officials throughout the Federal Government with up-to-date information on agency-operated training centers. It also provides information on the number and variety of programs offered at these centers and on the general characteristics of these valuable resources for the training of Federal civilian employees.

For the purposes of this directory, agency training centers are defined as having:

* A separate entity or identifiable organization,

* A specific budget allotment or fund control,

* A curriculum or series of courses offered on a continuing basis,

* A specific manpower ceiling or staff complement.

Federal agencies establish and operate their own training centers in order to:

(1) provide Federal civilian employees with agency-oriented training programs on a continuing basis,

(2) provide necessary training for occupations unique to the Federal service,

(3) supplement training provided through other resources of the agency or through interagency or non-Government facilities,

(4) achieve economies by using agency equipment, facilities and staff, and by reducing tuition and travel costs and time away from the job.

The oldest established agency training center for Federal employees is the National Bureau of Standards Graduate School, which began operations in 1908. The number of centers increased slowly over the years until 1958, when the passage of the Government Employees Training Act facilitated establishment of training centers to meet the growing and changing training needs of the Federal service. Eleven years later, in Fiscal Year 1969, the number of agency training centers has risen from 20 to 112. Centers located in 35 states, the District of Columbia, the Canal Zone, and Europe were operated by 21 agencies and departments and staffed by 2,167 instructors and top administrative staff. (See Tables 1 and 2, and Figure 1.) The number trained and operating costs rose markedly from Fiscal Year 1968 to Fiscal Year 1969: 96,639 to 156,361 participants, a 61% increase; $19,696,218 (adjusted figure FY 68) to $28,521,072 in training costs, a 45% increase. (See Table 3 and Figure 2.)

The goal of all agencies is effective, economical utilization of training facilities throughout the Federal service. It cannot be achieved without a high degree of cooperation and willingness to share on the part of all agencies. Many agencies have the opportunity and desire to share training resources as shown by the significant percentage of employees from other agencies (4%) and outside Government (14%) trained at agency centers in Fiscal Year 1969. Agencies are encouraged to investigate the possibilities for further sharing their resources for increasing the availability of their training programs, and for sharing their experiences and expertise in the operation of such programs with agencies contemplating the establishment of training centers. Agencies which do not have sufficient resources or trainees to justify establishing a center of their own, but believe that a center would be of value to them in meeting organizational needs, should explore the possibility of combining their resources with those of other agencies in order to establish jointly-operated training centers which would fulfill their similar training requirements.

Agencies operating training centers not listed in this directory are urged to submit full reports through their agency headquarters in Fiscal Year 1970. Information and advice on establishing agency training centers may be obtained from Bureau of Training, at the Civil Service Commission, 1900 E Street, NW., Washington, D. C. 20415. (632-5660) Assistance in setting up training centers is also given by Directors of Civil Service Commission Regional Training Centers listed on page 8.

Table 1

PARTICIPATION IN AGENCY TRAINING CENTERS BY
NUMBER AND TYPE OF PERSONNEL TRAINED FY 1969

Agency	No. Centers	No. Staff	Total Trained	Agency	Inter-agency	Non-Government
DEFENSE	24	709	53,671	50,621	1,139	1,911
ARMY	(7)	(507)	(21,350)	(20,287)	(694)	(369)
NAVY	(13)	(75)	(19,287)	(17,462)	(283)	(1,542)
OTHER	(2)	(94)	(11,797)	(11,686)	(111)	(0)
A F	(2)	(33)	(1,237)	(1,186)	(51)	(0)
P O	1	62	32,049	32,046	0	3
DHEW	8	410	21,008	3,291	2,259	15,458
TRANS	2	531	9,985	8,989	613	383
DC GOVT	2	46	6,639	6,551	88	0
PANAMA CANAL	1	11	6,472	5,569	591	312
INTERIOR	12	73	6,272	4,824	444	1,004
AGRIC	13	49	6,094	4,814	618	662
TREASURY	6	81	4,895	4,895	0	0
JUSTICE	3	39	4,825	2,645	194	1,986
SBA	2	4	1,375	1,164	68	143
COMMERCE	5	100	1,002	820	131	51
GSA	2	6	823	623	200	0
AID	1	44	436	296	140	0
HUD	28	0	404	269	5	130
RR RET BD	1	2	357	357	0	0
AEC	1	0	54	22	10	22
TOTAL	112	2,167	156,361	127,796	6,500	22,065

Table 2

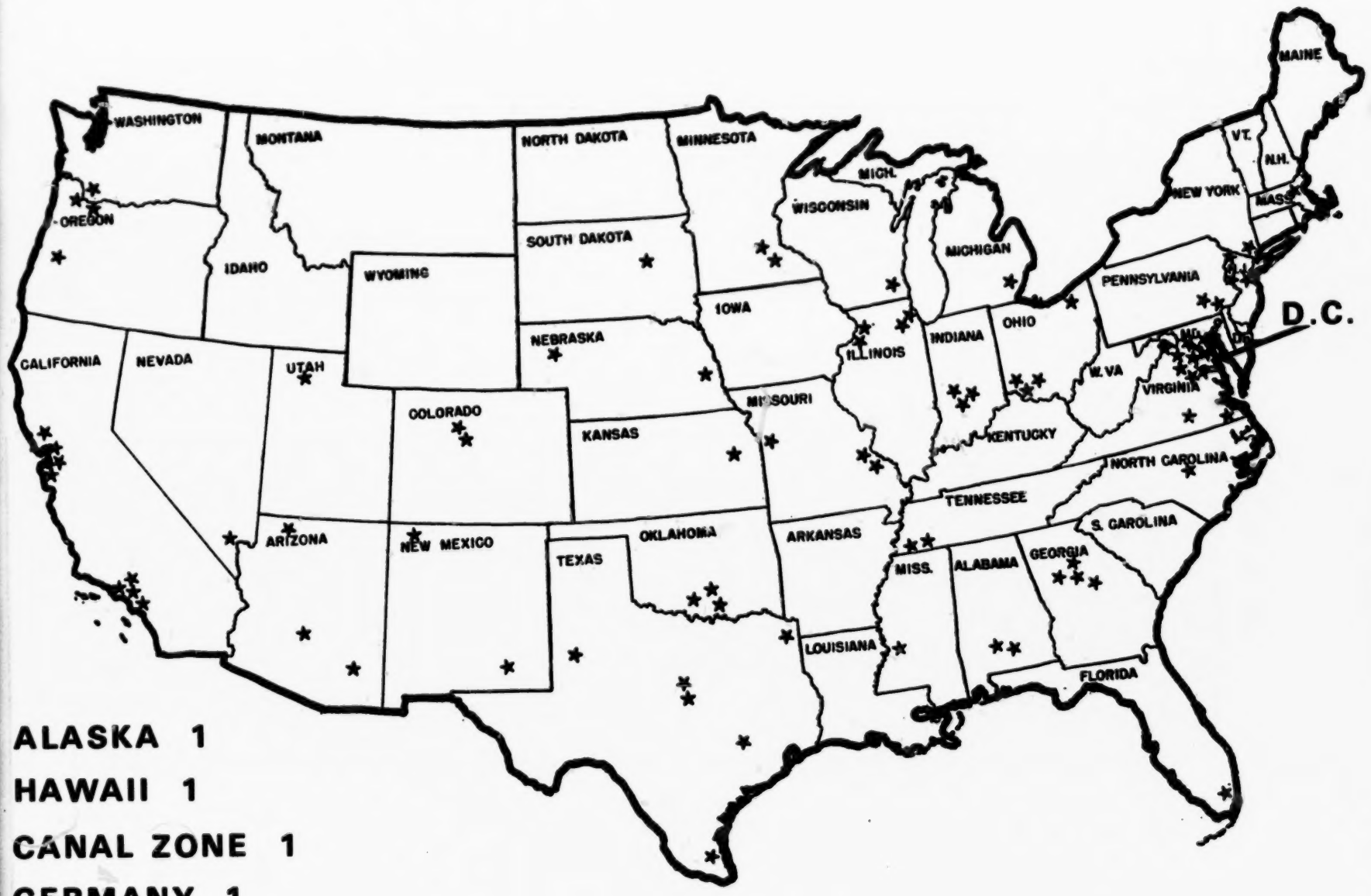
GEOGRAPHIC DISTRIBUTION OF AGENCY TRAINING CENTERS AND PARTICIPANTS

Location	Number of Participants	Number of Centers
Washington, D.C.	56,681	20
Maryland	13,681	5
Virginia	13,235	10
Georgia	12,653	4
Illinois	10,341	4
Oklahoma	10,181	3
California	2,725	8
Ohio	2,518	4
North Carolina	2,129	1
New Jersey	2,040	3
Alabama	1,819	2
Arizona	1,603	3
Texas	1,536	6
Utah	1,524	1
Tennessee	1,497	2
New York	1,326	2
Massachusetts	1,096	1
Nevada	1,096	1
Nebraska	889	2
New Mexico	862	2
Indiana	855	3
Oregon	757	3
West Virginia	753	1
Colorado	670	2
Missouri	647	3
Pennsylvania	504	2
Hawaii	436	1
Minnesota	415	2
Alaska	52	1
Kansas	17	1
Mississippi	15	1
Arkansas	14	1
Michigan	14	1
Florida	13	1
Wisconsin	12	1
South Dakota	9	1
Canal Zone	6,472	1
Vietnam	4,600	1
Germany	674	1
TOTAL	156,361	112

FIGURE 1

LOCATION OF AGENCY TRAINING CENTERS

FISCAL YEAR 1969



ALASKA 1

HAWAII 1

CANAL ZONE 1

GERMANY 1

VIETNAM 1

Table 3

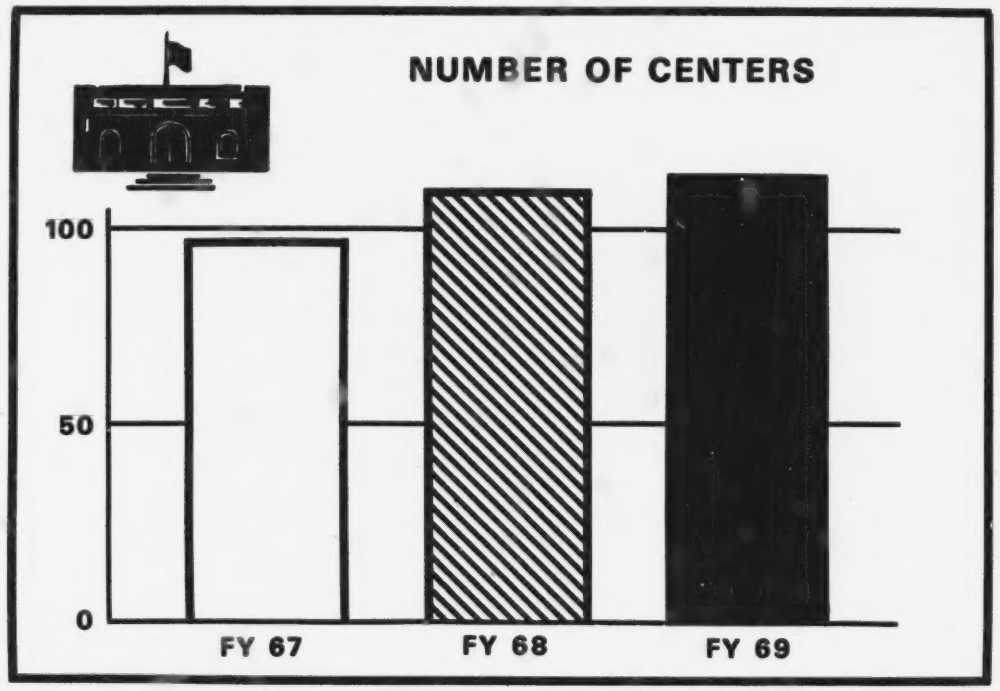
COST OF AGENCY TRAINING CENTER OPERATIONS FY 1969

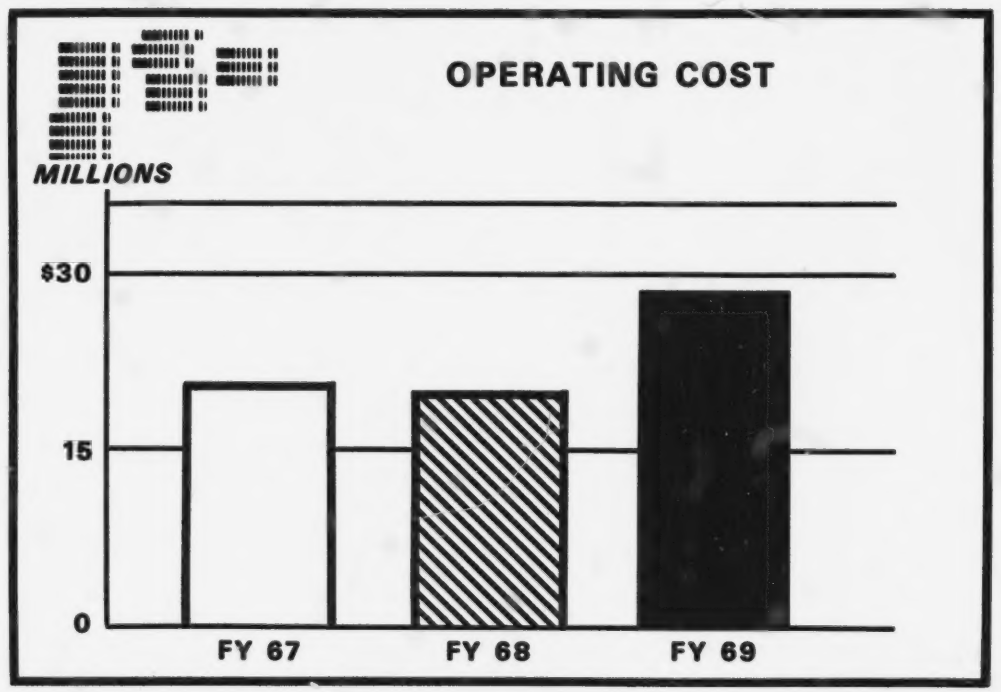
Agency	Number of Centers	Total Costs	Salaries	Aids	Supplies	Maintenance
DEFENSE	24	$ 9,481,887	$ 8,403,905	$ 269,448	$ 372,843	$ 436,691
ARMY	(7)	(5,311,665)	(4,868,864)	(134,277)	(256,662)	(51,862)
OTHER	(2)	(3,174,916)	(2,756,410)	(87,902)	(22,304)	(308,300)
NAVY[1]	(13)	(556,432)	(401,731)	(43,469)	(78,677)	(33,555)
A F	(2)	(438,874)	(376,900)	(3,800)	(15,200)	(42,974)
TRANS	2	7,438,351	7,361,851	64,100	12,400	0
DHEW	8	5,252,450	4,240,183	246,376	249,824	516,067
P O	1	1,384,000	1,010,000	63,000	148,000	163,000
JUSTICE	3	1,018,290	485,880	287,880	223,997	20,533
INTERIOR[2]	12	900,105	621,416	119,216	71,009	88,464
AGRIC	13	885,497	729,761	29,401	43,757	82,578
AID *	1	636,000	*	*	*	*
D C GOVT	2	569,083	551,133	900	15,000	2,050
COMMERCE	5	250,629	219,706	9,725	9,516	11,682
PANAMA CANAL	1	185,582	163,173	13,504	4,905	4,000
TREAS[3]	6	184,630	157,189	9,864	17,577	0
AEC *	1	180,000	*	*	*	*
SBA	2	68,938	60,766	3,129	3,196	1,847
GSA	2	54,034	51,392	1,242	900	500
RR RET BD	1	31,596	23,721	550	1,325	6,000
HUD[4]	28	----	----	----	----	----
TOTAL	112	$28,521,072	$24,080,076	$1,118,335	$1,174,249	$1,333,412

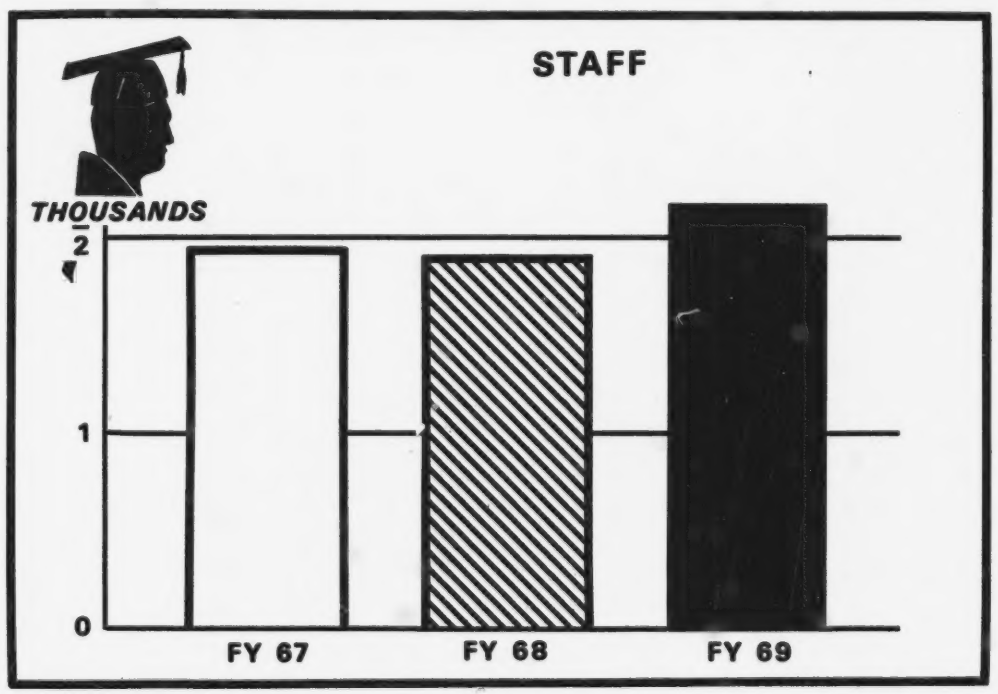
1/ Cost information unavailable for 2 centers
2/ Salaries cost includes travel expenses
3/ Cost information unavailable for 4 centers
4/ Cost information unavailable
* Costs not broken down

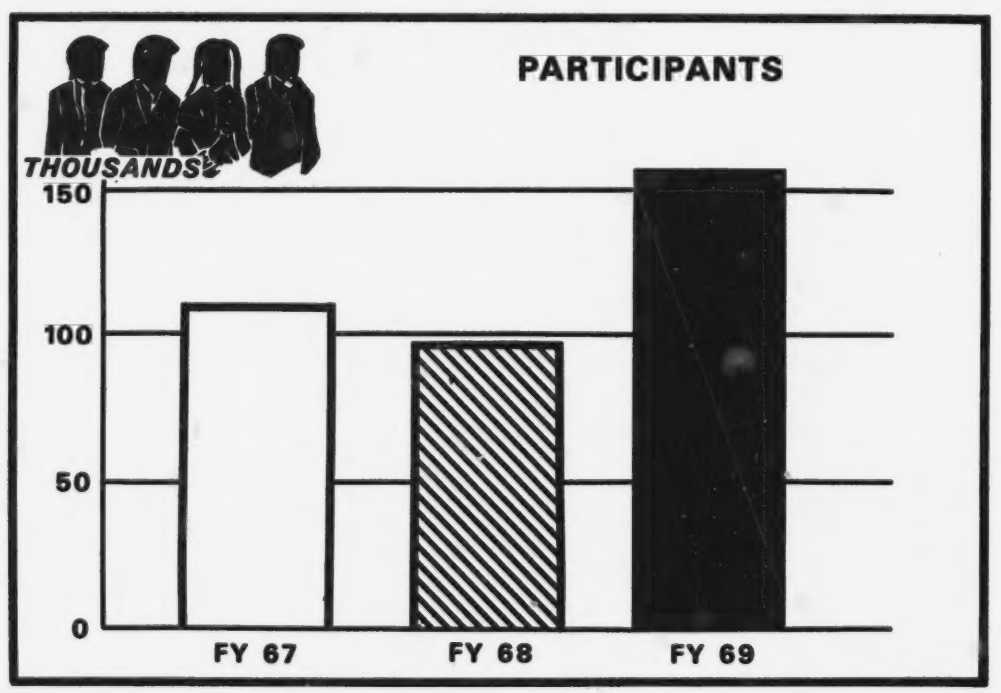
FIGURE 2

AGENCY TRAINING CENTERS









REGIONAL TRAINING CENTERS
U.S. CIVIL SERVICE COMMISSION

ATLANTA REGION
Training Center Director
Atlanta Region
U.S. Civil Service Commission
Atlanta Merchandise Mart
240 Peachtree Street, NW.
Atlanta, Georgia 30303
Phone 404-526-4477

BOSTON REGION
Training Center Director
Boston Region
U.S. Civil Service Commission
Post Office and Courthouse Bldg.
Boston, Massachusetts 02109
Phone 617-223-2569

CHICAGO REGION
Training Center Director
Chicago Region
U.S. Civil Service Commission
Main Post Office Building
433 West Van Buren Street
Chicago, Illinois 60607
Phone 312-353-2914

DALLAS REGION
Training Center Director
Dallas Region
U.S. Civil Service Commission
1114 Commerce Street
Dallas, Texas 75202
Phone 214-749-3915

DENVER REGION
Training Center Director
Denver Region
U.S. Civil Service Commission
Building 20
Denver Federal Building
Denver, Colorado 80225
Phone 303-233-2304

NEW YORK REGION
Training Center Director
New York Region
U.S. Civil Service Commission
Federal Building
26 Federal Plaza
New York City, New York 10017
Phone 212-264-0460

PHILADELPHIA REGION
Training Center Director
Philadelphia Region
U.S. Civil Service Commission
Customhouse
Second and Chestnut Streets
Philadelphia, Pennsylvania 19106
Phone 215-597-4442

SEATTLE REGION
Training Center Director
Seattle Region
U.S. Civil Service Commission
3004 Federal Office Building
Seattle, Washington 98104
Phone 206-583-4700

SAN FRANCISCO REGION
Training Center Director
San Francisco Region
U.S. Civil Service Commission
Federal Building, Box 36010
450 Golden Gate Avenue
San Francisco, California 94102
Phone 415-556-5738

ST. LOUIS REGION
Training Center Director
St. Louis Region
U.S. Civil Service Commission
1256 Federal Building
1520 Market Street
St. Louis, Missouri 63103
Phone 314-622-4274

Agency for International Development

ASIA TRAINING CENTER
Honolulu, Hawaii

Purpose: The purpose of the Center is to prepare Agency for International Development Foreign Service Officers for rural development work in Southeast Asia. The objectives of the training are to develop the skills, capability, and knowledges of the trainees to increase their effectiveness in the positions to which they are assigned.

Programs Offered:

A.I.D. Operational Procedures	Internal Defense
Area Studies	Language Study
Culture and Communication	Title IX

General Information: The Center trained 436 personnel in Fiscal Year 1969.

For Further Information Contact:

Center discontinued August 30, 1969.

Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE TRAINING CENTER
Front Royal, Virginia

Purpose: The Center's objective is to provide programs designed to meet United States Department of Agriculture needs with minimum cost to its participating agencies.

Programs or Courses Offered:

Seminars in Executive Development
- Historical Development of American Politics
- Labor's Role in a Democratic Society
- Literature's Role in the Search for an American Identity
- Our System of Politics and Law
- U. S. Foreign Policy in the Changed World

Seminars in Middle Management
- Change by Design
- Communications in Management
- Human Elements in Managing
- Motivation Through Leadership
- Philosophy of General Management
- Politics and Management
- Process of Management
- Supervisory Problems and Achievements
- The Manager's Role in Automatic Data Processing

Kepner-Tregoe Problem Solving and Decision Making

Who May Attend: Employees of agencies of the United States Department of Agriculture who have supervisory responsibilities, recognized competence and potential; and whose service in the Department can be expected to continue for a reasonable period of time.

General Information: In Fiscal Year 1969, the Center trained 931 agency employees and 241 employees of 9 other agencies. The number of trainees per agency is limited to promote a well-balanced program of interagency participation. On-location housing is available.

For Further Information Contact:

Dr. E. R. Draheim, Chief, Employee Development
Safety and Welfare Division
Office of Personnel, Room 341-W, Admin. Building
U. S. Department of Agriculture
Fourteenth Street and Independence Avenue, S. W.
Washington, D.C. 20250

Department of Agriculture

Agricultural Research Service

PLANT QUARANTINE DIVISION TRAINING CENTER
New York, New York

Purpose: The Center plans and directs the conduct of a Division-wide training and development program to provide a general career plan for all professional employees; provides evaluations and feasibility data on out-service training recommendations; provides training in applicable scientific disciplines and management responsibilities and activities.

Programs or Courses Offered:

Resident Courses

Accelerated Inspection Systems
Administrative Assistant Trainee Course
Basic Training for Plant Quarantine Inspectors
Defensive Driving Course
Interagency Clearance of Yachts and Private Aircraft
Managerial Grid Seminars
Plant Quarantine Entomology
Plant Quarantine Nematology
Plant Quarantine Pathology
Plant Quarantine and Plant Protection
PQ Procedures for ANH Inspectors
Preclearance of Viet Nam Cargo
Supervisory Training Program

Who May Attend: Professional employees holding a college degree in one of the biological sciences.

General Information: A total of 209 agency employees, 217 interagency employees and 40 non-Federal personnel were trained in Fiscal Year 1969. The Center aids trainees in obtaining accommodations.

For Further Information Contact:

Mr. J. S. Frey, Assistant to the Director for Management
U. S. Department of Agriculture, Agriculture Research Service, Plant Quarantine Division
Federal Center Building
Hyattsville, Maryland 20782

Department of Agriculture

Consumer and Marketing Service

CONSUMER AND MARKETING SERVICE TRAINING CENTER
Washington, D. C.

Purpose: To provide secretarial and clerical personnel with the knowledge and skill necessary to efficiently and effectively carry out their duties.

Programs or Courses Offered:

Arithmetic
Correspondence Procedures
English Grammar
Office Telephone
Shorthand Speed Building
Spelling
Vocabulary Improvement

Who May Attend: Employees are considered on the basis of need for training and suitability of the training to meet the need. Other Federal personnel will be considered on the basis of need for training and availability of space.

General Information: The center became operational in May, 1969. Ten employees have thus far completed training.

For Further Information Contact:

Chief, Employee Development Branch
Personnel Division
Consumer and Marketing Service
U. S. Department of Agriculture
Washington, D. C. 20250

Department of Agriculture

Consumer and Marketing Service

CONSUMER PROTECTION PROGRAM TRAINING CENTERS
Fort Worth, Los Angeles, Omaha, St. Paul and Gainesville, Georgia

Purpose: To provide meat and slaughter inspectors with the knowledge and skill necessary for them to efficiently and effectively carry out various levels of responsibility. These centers augment on-the-job training.

Programs or Courses Offered:

Four to twelve week programs in processing and slaughter are offered at all locations except Gainesville, where Cross-training in Poultry Inspection Procedures is given.

Who May Attend: Federal, state, local and foreign national personnel may be admitted to these centers upon request. Requests will be considered on the basis of the need for training, the suitability of the training to fit the need, and the availability of training space.

General Information: During Fiscal Year 1969, all centers trained a total of 1668 personnel, including 1004 agency employees, 47 interagency employees and 617 non-Federal employees. The Gainesville center became operational during FY 1969. Trainees are housed in commercial facilities at or near the training centers.

For Further Information Contact:

Chief, Employee Development Branch
Personnel Division
Consumer and Marketing Service
U. S. Department of Agriculture
Washington, D.C. 20250

Department of Agriculture

Forest Service

CONTINENTAL DIVIDE TRAINING CENTER
Continental Divide, New Mexico

Purpose: To provide for the fulfillment of the training needs of Region 3 and its employees.

Programs or Courses Offered:

Resident Courses

Administrative Management
Advanced Management
Basic Supervision
Blaster's Qualifying Training
Communication For Managers
Engineering Photogrammetry
Engineering Technical Orientation
Executive Reading
Fire Behavior
Fire Prevention
Geodesy
Instructor Training
Land Line Location
Large Fire Organization and Management
Law Enforcement and Trespass
Leadership Through Communications
Managerial Grid Seminar
Materials Testing and Concrete Design
Personnel Management
Photo Interpretation
Practical Indoctrination
Professional Indoctrination
Project Engineering
Radiological Defense Officer
Rest Rotation Grazing Workshop
Road Design
Timber Management Workshop
Watershed Staffmen's Conference
Wildlife Staffmen's Conference

Correspondence Courses

Directives User Course
Improving Your Written Communications
Plant Identification
Range Ecology

Who May Attend: There are no specific admission requirements but some courses require previous training.

General Information: A total of 776 agency personnel, 40 inter-agency employees and 3 non-Federal personnel were trained in Fiscal Year 1969. Housing facilities are provided. Courses vary in length from 2 days to 5 weeks.

For Further Information Contact:

Mr. Dan L. Childress, Employee Development Officer
U. S. Department of Agriculture
517 Gold Avenue, NW.
Albuquerque, New Mexico 87101

Department of Agriculture

Soil Conservation Service

NORTHEAST TRAINING CENTER
Upper Darby, Pennsylvania

MIDWEST TRAINING CENTER
Lincoln, Nebraska

SOUTH TRAINING CENTER
Fort Worth, Texas

WESTERN TRAINING CENTER
Portland, Oregon

Purpose: Soil Conservation Service training centers provide facilities, staff assistance and leadership for conducting group training, home study correspondence courses or other types of formalized training and help the states as needed in the development of programs and plans to meet their training needs and in evaluating training provided.

Programs or Courses Offered:

Resident Courses

Basic Soil Mechanics
Conservation of Soil, Water and Plant Resources
Construction Inspection
Contract Administration
Drainage
Engineering
Engineering Surveying
Erosion Control Practices
Hydraulics
Irrigation
Management of a Work Unit
Management Training Conference
Sedimentation for Geologists
Small Structure Planning
Soil and Water Conservation
Soil Correlation
Soil Survey Report Writing
Training Methods

Correspondence Courses

Basic Lettering
Engineering Problems
Exponents and Their Application to Engineering
Hydraulics
Logarithms and their Use
Precision and Efficiency in Arithmetic
Principles of Management
Some Basic Principles of Algebra
The Engineering Approach
The Slide Rule
Trigonometry

Who May Attend: Prerequisites for admission vary, depending on individual course requirements.

General Information: Professional employees from field offices serve as part time instructors and supplement the ten full time faculty members. A total of 1,884 agency employees, 73 interagency employees and 2 non-Federal employees were trained at all four centers in Fiscal Year 1969. Housing arrangements are made with local hotels and motels at special rates.

For Further Information Contact:

Mr. Eugene J. Peterson
Chief, Employee Development and Safety Branch
South Agriculture Building, Room 6214
Fourteenth Street and Independence Avenue, S.W.
Washington, D.C. 20250

Atomic Energy Commission

ARGONNE CENTER FOR EDUCATIONAL AFFAIRS
Argonne, Illinois

Purpose: To provide a high degree of assurance of detecting and deterring possible diversion of nuclear material from peaceful to unauthorized uses. The objective of the courses is to train inspectors for the AEC, private industry, and safeguards organizations.

Programs or Courses Offered:

Fundamentals of Nuclear Materials Control
Introduction to Nuclear Technology
Measurements in Nuclear Materials Safeguards
Safeguards in the Electric Utility Industry
Safeguards Training Program
Statistical Methods in Nuclear Material Control
Workshop in Safeguards

Who May Attend: Participants should have education or experience equivalent to a degree in Science, Engineering, or Management with some nuclear experience.

General Information: Twenty-two agency employees, ten interagency employees, and 22 non-Federal personnel were enrolled in Fiscal Year 1969, the first year of center operation. Participants are housed at the Lodging Facility at Argonne National Laboratory and may eat at the Argonne cafeterias.

For Further Information Contact:

Dr. Manual A. Kanter
Safeguards Training Program
Argonne Center for Educational Affairs
Argonne, Illinois 60439

Department of Commerce

Environmental Science Services Administration

NATIONAL METEOROLOGICAL MAINTENANCE TRAINING CENTER

Kansas City, Missouri

Purpose: To provide the ESSA-Weather Bureau field engineering staff with the knowledge and skills required to install, activate, commission, and maintain meteorological and hydrological equipment and facilities at established standards of accuracy, reliability, and safety.

Programs or Courses Offered:

Programs in:

Electronics Technician Training
Electronic Supervisor Training
Facilities Technician Training

Who May Attend: Participants must have a basic knowledge of, and three years experience in, electronics.

General Information: Of a total of 119 participants in Fiscal Year 1969, 14 were from other Federal agencies, and 2 were non-Federal employees. Student rates are available at motels, hotels, apartment hotels, and private homes on bus routes and near the training center.

For Further Information Contact:

Mr. Herbert W. Rahmlow
Technical Training Coordinator
Engineering Division, Weather Bureau
Environmental Science Services Administration
Silver Spring, Maryland 20910

Department of Commerce

Environmental Science Services Administration

OFFICER TRAINING SECTION
Norfolk, Virginia

Purpose: To train newly commissioned officers in shipboard procedures and duties; to give young officers basic knowledge necessary for transition from a civilian to a military-type occupation; to facilitate overall understanding of the Environmental Science Services Administration, its organization, its mission, and its programs.

Programs or Courses Offered:

Commissioned Officer's School

Who May Attend: Enrollment is limited to personnel who qualify for a commission and who have a degree in engineering or science.

General Information: A total of 72 officers completed the training program in Fiscal Year 1969. The student must acquire his own accommodations.

For Further Information Contact:

LCDR Charles H. Nixon
Atlantic Marine Center
Coast and Geodetic Survey
439 West York Street
Norfolk, Virginia 23510

Department of Commerce

Environmental Science Services Administration

National Bureau of Standards

ERL/NBS BOULDER LABORATORIES EDUCATIONAL CENTER
Boulder, Colorado

Purpose: To provide every opportunity, consistent with the best interest of the Government, for employees to improve their knowledge, skills, and efficiency and to prepare systematically for increased responsibility.

Programs or Courses Offered:

NBS-BL/ERL Career Technician Program
Shop Technician Program
Electronic Technician Program
Analysis Technician Program

Electronics Courses
Chemistry Courses
Physics Courses
Mathematics Courses
Computer Sciences Courses
Mechanical Engineering Courses
Secretarial-Clerical Training
First Aid (Standard, Advanced)
Mathematics for Secretaries and Administrative Assistants
Project Management

Who May Attend: Employees assigned to a non-professional area covered by the Career Technician Program may apply the work toward the certificate. Employees may enroll in courses without pursuing any certificate program if course eligibility requirements are met. Other courses are open to all ESSA and NBS employees and others who obtain special permission to attend.

General Information: These in-house courses are offered in cooperation with the University of Colorado primarily to meet agency training needs. Dormitory housing, as well as hotel and motel facilities, is available.

In Fiscal Year 1969, 84 ESSA employees, 98 interagency personnel, and 43 non-Federal personnel received training.

For Further Information Contact:

Mr. Jack L. Wiley
Employee Development Officer
ERL-NBS/BL Education and Training Office
Environmental Science Services Administration
Research Laboratories
Boulder, Colorado 80302

Department of Commerce

National Bureau of Standards

NATIONAL BUREAU OF STANDARDS GRADUATE SCHOOL

Gaithersburg, Maryland

Purpose: The educational and training programs at the National Bureau of Standards are designed to improve the knowledge, skills, and efficiency of the agency's staff and to prepare them systematically for increased responsibilities.

Programs or Courses Offered:

Administrative Intern Program
Advanced Technician Program
Basic Technician Program
Building Research Division Staff Lectures

Courses in the following areas:

Chemistry	Mathematics
Clerical-Secretarial Training	Orientation
Communication Skills	Physics
Data Processing	Statistics
Languages	Supervision

Who May Attend: The criteria for admission to all classes are based on the benefits that will accrue to the Bureau. These courses are normally restricted to members of the Bureau but permission for attendance may be obtained.

General Information: Certificates may be earned in the Technicians' Programs. In Fiscal Year 1969, a total of 325 were trained, including 309 agency employees and 16 interagency employees. Housing facilities are not provided.

For Further Information Contact:

Mrs. Ann B. Bartlett
Assistant Registrar
National Bureau of Standards Graduate School
Washington, D.C. 20234

Department of Commerce

Patent Office

PATENT OFFICE ACADEMY
Arlington, Virginia

Purpose: The purpose of this center is to provide relatively new Patent Examiners with in-depth training in the basic and more advanced techniques and practices of patent examinations.

Programs or Courses Offered:

Basic and Advanced Patent Examiners Training Program

Who May Attend: All participants must have a degree in science or engineering, and be involved in patent examination or prosecution.

General Information: Lecture, classroom discussion, and case studies are used. A total of 261 employees completed the course in Fiscal Year 1969. Three of these trainees were from other agencies and six were non-Federal employees. This training program does not provide for living arrangements.

For Further Information Contact:

Chairman, Curriculum Committee
Patent Office Academy
Patent Office
Washington, D.C. 20231

Department of Defense

Air Force

AIR FORCE PERSONNEL DEVELOPMENT CENTER
Maxwell Air Force Base, Alabama

Purpose: To increase the technical competence of civilian personnel office specialists, to expand the managerial and staff skills of supervisory and executive members of the personnel vocation, and to support special courses, seminars and conferences concerning matters of timely importance in civilian personnel management.

Programs or Courses Offered:

Union-Management Relations
Program Management
Classification and Wage Administration, Basic and Advanced Course
Placement and Employee-Management Relations, Basic and Advanced Course
Employee Career Development, Advanced Course
Civilian Personnel Officer

Who May Attend: Participants must have capacity for development and desire for professional advancement and must be assigned to duties relating to the subject of the particular course.

General Information: In Fiscal Year 1969, 672 Department of Defense employees were trained, as well as 51 employees from other Federal agencies. Government housing is available to civilians upon request.

For Further Information Contact:

Dr. Henry J. Duel
Personnel Research Branch
Fields Programs Division AFPCP-MA
Hq. USAF
Forrestal Building
Washington, D.C. 20333

Department of Defense

Air Force

EDUCATION AND TRAINING DIVISION
St. Louis, Missouri

Purpose: To plan, prepare, and conduct formal technical training courses in cartographic and photogrammetric sciences, aeronautical information, management, and communication as required.

Programs or Courses Offered:

Professional Cartographer Course

Cartographic Sciences - e.g., Referencing Systems, Geodetic Evaluation, Compilation Techniques and Cartometric Compilation, Photogrammetric Compilation.
Applied Sciences - e.g., Cartographic Mathematics, Surveying, Geodesy, Cartographic Astronomy, Optics and Photometrics.
Instrumentation and Techniques - e.g., Photographic Retification and Mosaics, Computer Concepts, Photogrammetric Instrumentation, Analytical Photogrammetry, Radial Triangulation.

Other Courses

Advanced Management
Analogue Instrumentation
Computer Concepts
Densitometric/Senstometric Training
Editorial Skills
EDP Language
Effective Speaking
Effective Writing
Executive Seminar
FFS Course for Cartographers
FFS Course for Senior Area Specialist
Human Relations
Management for Air Force Supervisors
Matrix Algebra
Photo Interpretation
Rapid Reading
Terrain Embossing
UNIVAC 1050-II Supply System

Who May Attend: Employees in the Professional Cartographer Course must qualify as GS-1370-5 Cartographers. Employees in the Management for Air Force Supervisors Course must be first or second level supervisors. Entrance into all other programs depends upon identified needs of present or future job requirements.

General Information: In Fiscal Year 1969, a total of 514 Department of Defense employees attended. Government housing is not available.

For Further Information Contact:

Chief, Employee and Career Development Branch
Hq. Aeronautical Chart and Information Center
Second and Arsenal Street
St. Louis, Missouri 63125

Department of Defense

Army

AMC AMMUNITION SCHOOL
Savanna, Illinois

Purpose: To qualify employees for journeymen and supervisory positions in the operational aspects of ammunition and ultimately assume responsibilities of executives on the Staff level; and to train individuals recruited for the Ammunition Inspector (Surveillance) and Ammunition Maintenance Management Career Program.

Programs or Courses Offered:

Twenty-six courses dealing with ammunition, transportation, guided missiles, and chemical-biological munitions.

Who May Attend: Qualified personnel who pass the FSEE.

General Information: The school trained 1,530 agency employees, 51 non-Federal personnel, and 63 foreign nationals during Fiscal Year 1969.

For Further Information Contact:

Army Ammunition School
Savanna Army Depot
Savanna, Illinois 61074

Department of Defense

Army

ARMY MANAGEMENT ENGINEERING TRAINING AGENCY
Rock Island, Illinois

Purpose: To develop and impart a comprehensive body of knowledge of scientific management techniques and practices. The courses are principle, concept and/or technique oriented, with every effort being made to demonstrate best management practices in order to assist the enrollee in applying knowledge gained upon his return to his installation.

Programs or Courses Offered: Detailed description listing of courses is contained in AMETA catalog.

Who May Attend: Appreciation Courses - managerial personnel in (GS-9/11 and above)
Basic Technique Courses - personnel in training as specialists in particular scientific management techniques
Executive Workshops - top management executives (GS-14 and above)
Intern Programs - carefully selected employees who will be future staff specialists and managers in their occupational field
Seminars - managerial personnel (GS-9 and above)

General Information: AMETA students are furnished quarters through contracts with local hotels. Cafeteria and library facilities are available on post. During Fiscal Year 1969, a total of 8,286 employees were trained, including 628 non-Federal personnel.

For Further Information Contact:

Mr. A. Lynn Bryant
Director, U. S. Army Management
Engineering Training Agency
Rock Island Arsenal
Rock Island, Illinois 61202

Department of Defense

Army

CENTRAL TRAINING INSTITUTE
Cam Ranh Bay, Cholon, Long Binh, and Saigon, Viet Nam

Purpose: The Central Training Institute was organized to meet command-wide training needs in clerical, administrative, supervisory, managerial, language, skills, and crafts by conducting centralized training for Vietnamese employees.

Programs or Courses Offered:

Clerical Courses

Card-Punch Operator
Clerk-Typist
Military Correspondence
Telephone Courtesy
Typing Improvement

Language Training

Conversational English
English Language Development Courses

Management Courses

Basic Supervisory Development
Conference Leadership
Instructor Training
Middle Management Workshop
Personnel Management for Executives

Skills Courses

Auto Mechanic
Light Vehicle Operator
Heavy Vehicle Operator
Driver Improvement
Materials Handling Equipment Operator
Materials Handling Equipment Preventive Maintenance
Power Plant Operator
Radio Repair
Typewriter Repair

Construction Trades Skills Courses

Carpenter
Electrician
Mason
Plumber
Refrigeration and Air Conditioning
Welder

Who May Attend: Vietnamese employees of the Department of Army and other Department of Defense and Federal agency employees may be nominated on the basis of training needs, as well as education, proficiency and aptitude tests.

General Information: In Fiscal Year 1969, 4600 participants received training. One hundred eighty-two of these were from agencies other than Department of Defense. Live-in facilities, classrooms, and shopping areas have been under construction at Long Binh. The CTI role in FY 1970 may change to out placement training for employees reached by RIF actions, if troops continue to withdraw. Emphasis will be put on upgrading the skills of of the Vietnamese currently employed.

For Further Information Contact:

Central Training Institute
Office of the Civilian Personnel Director
U. S. Army, Viet Nam
APO San Francisco, California 96375

Department of Defense

Army

LOGISTICS INTERN TRAINING CENTER
Texarkana, Texas

Purpose: To identify, develop, maintain, and replenish civilian career talent for managerial positions in depot operations, maintenance management, and maintainability engineering throughout the Department of the Army; to provide centralized training for Army Material Command personnel in depot maintenance field level work ordering and reporting procedures.

Programs or Courses Offered:

Depot Operations Intern Training Program
Maintainability Engineering Intern Training Program
Maintainability Work Ordering and Reporting Procedures
Maintenance Management Intern Training Program

Who May Attend:

(a) Maintenance Management and Depot Operations Intern Training Programs - Must meet FSEE eligibility for either GS-5 or GS-7 Supply Management Assistant or Equipment Specialist, and pass personal interview.

(b) Maintainability Engineering Graduate Training Program - Must be graduate engineer and pass personal interview.

(c) Maintenance Work Ordering and Reporting Procedures Course - Trainees must be closely associated with the preparation of the Depot Master Plan, Program Status Report, or processing of work authorizations involved in scheduling and mark-ups.

General Information: All 300 participants in Fiscal Year 1969 were Department of Defense employees. The center utilizes lecturers from other Federal agencies. The second year of the Maintainability Engineering Intern Program is conducted under contract with Texas A & M University. Because the courses are one to two years in duration, participants obtain their own housing, which is amply available within commuting distance of the Depot.

For Further Information Contact:

Elby W. McMichael
Director, Logistics Intern Training Center
Red River Army Depot
Attention: AMXRR-I
Texarkana, Texas 75501

Department of Defense

Army

LOGISTICS MANAGEMENT CENTER
Fort Lee, Virginia

Purpose: To provide resident and non-resident instruction in wholesale logistics management; to conduct research; to formulate logistics doctrine; to maintain and disseminate bibliographic data on logistics studies on a Defense-wide basis; to assist selected foreign countries under the Military Assistance Program and other assistance programs; to develop courses in logistics for establishment in those countries; to assist Department of Defense logistics operating agencies in the installation of logistics management techniques.

Programs or Courses Offered:

The program consists of resident and non-resident instruction in wholesale logistics management and includes 14 courses and seminars in Army logistics management and 11 courses in Defense logistics management.

Who May Attend: Prerequisites for civilian nominees are based on grade and work assignment, and depend on the level of the course offered. All nominees must have a high school education and sufficient experience in logistics to comprehend the terminology and techniques employed in the course.

General Information: In Fiscal Year 1969, this center trained a total of 4830 personnel, including 44 interagency and 88 non-Federal participants. The Center faculty was supplemented by staff from other Defense agencies. Participants are required to occupy Government quarters while attending resident courses.

For Further Information Contact:

Mr. Joseph J. Lamantia
Chief, Registrar Office
U. S. Army Logistics Management Center
Fort Lee, Virginia 23801

Department of Defense

Army

TOPOGRAPHIC COMMAND TRAINING CENTER
Bethesda, Maryland

Purpose: To train and develop employees in the various skills, abilities and knowledges needed in the production and management of the Geodetic and Cartographic mission of the Army Map Service.

Programs or Courses Offered:

Technical Development

Aerial Photo Interpretation
Applied Photogrammetry
Geodesy and Cartography for Research Personnel
Military Correspondence
Professional Cartography and Geodesy for Engineers and Scientists
Plain Letters
Reading Improvement
Survey and Mapping Orientation
Technical Cartography

Middle Manager Development

Conference Leadership
Personnel Management
Effective Speaking

Supervisory Training

Supervisor Development
Role of the Supervisor
Work Simplification
Value Simplification

Familiarization Training

First Aid
Pre-Retirement

Who May Attend: The admission requirements vary from course to course.

General Information: In Fiscal Year 1969, 1,011 agency employees and 5 interagency personnel were trained in various courses offered by the Center. Participation by other agencies is encouraged. Housing is not provided.

For Further Information Contact:

Mr. J. E. McClain
Chief, Training and Development Division
Army Topographic Command
6500 Brooks Lane
Bethesda, Maryland 20315

Department of Defense

Army

U. S. ARMY SCHOOL, EUROPE
Oberammergau, Germany

Purpose: To function as the Army Regional Training Center for Europe in conducting Personnel Management for Executives Conferences and other Department of the Army Management Courses for the European Region; to provide technical, professional, administrative and management training as necessary.

Programs or Courses Offered:

Advanced Position and Pay Management
Advanced Training and Development Seminar
Conference Leadership Institute
Grievance Examiner
Labor Relations
Organization Planning
Personnel Management for Executives
Position and Pay Management
Recruitment and Placement
Regulatory Base of Personnel Management
Seminar for Chiefs of Management Offices
Standard Time Data
Systems and Procedures Analysis
Work Methods and Standards
Work Methods and Standards Appreciation
Work Planning and Control
Work Planning and Control Appreciation

Who May Attend: Personnel who have actual or anticipated assignments requiring the training and who meet the prerequisites of individual courses may participate.

General Information: In Fiscal Year 1969, there were 674 civilian participants. On-site housing is provided.

For Further Information Contact:

Mr. Kenneth H. Dobelbower, Director
Executive and Career Development Department
U. S. Army School, Europe APO 09172

Department of Defense

Navy

CAPSO-NAVY EMPLOYEE TRAINING CENTER
Washington, D.C.

Purpose: To conduct and/or coordinate commonly-needed training programs for headquarters offices, bureaus, systems command, and nearby field activities.

Programs or Courses Offered:

Clerical Training
Communications Courses
General Management Courses
Management Skills Courses
Orientation Programs
Supervisory Development Institute

Who May Attend: Navy employees and other Federal employees on a space-available basis.

General Information: Two thousand forty DOD employees were trained during Fiscal Year 1969. No living arrangements are provided.

For Further Information Contact:

Mr. Thomas Gill
Head, Employee Development Division
CAPSO-N, Main Navy Building
Room 0116
17th and Constitution Avenue, NW.
Washington, D.C. 20360

Department of Defense

Navy

CCPO TRAINING CENTER, FIFTH NAVAL DISTRICT
Norfolk, Virginia

Purpose: The Consolidated Civilian Personnel Office Training Center's primary function is to provide training and employee development to the civilian personnel of the 35 activities which it services.

Programs or Courses Offered:

Art and Technique of Negotiating Contract Modifications
Cost and Price Analysis and Negotiation Technique
Procurement Management for Technical Personnel
Small Purchase

Who May Attend: It is necessary that the nominees' duties and responsibilities be related to the course content. Generally, this includes contract specialists, industrial and equipment specialists, planners and estimators, and engineering personnel who work closely with a contracting function.

General Information: In Fiscal Year 1969, 272 agency personnel were trained. Trainees are normally housed in Government quarters. Other subject matter procurement courses may be conducted on an activity-sponsored and funded basis to meet Fifth Naval District needs.

For Further Information Contact:

Employee Development Specialist
Consolidated Civilian Personnel Office
Headquarters Fifth Naval District
Norfolk, Virginia 23511

Department of Defense

Navy

CCPO TRAINING CENTER, WASHINGTON NAVY YARD
Washington, D.C.

Purpose: To improve employees performance by providing training and educational opportunities.

Programs or Courses Offered:

Basic and Pre-Supervisory Development
Basic Military Service Record and Navy Correspondence
Basic Office Skills Training
Effective Management Leadership
English Usage
Instructional Methods
Orientation for New Employees
Personnel Management Institute
Phase Two Supervisiory Development
Reading Improvement
Remedial Typing
Report Writing
Secretarial Development
Shorthand Refresher
Supervisory Training (Continuing Phase)
Typewriting Refresher

Who May Attend: Each program has its own admission requirements.

General Information: In Fiscal Year 1969, 2613 DOD personnel were trained. No government living quarters are available.

For Further Information Contact:

Employee Development Officer
Employee Development Office, Code 123
Consolidated Civilian Personnel Office
Washington Navy Yard
Washington, D.C. 20390

Department of Defense

Navy

METROLOGY ENGINEERING CENTER
Pomona, California

Purpose: The Metrology Engineering Center serves as the primary technical authority for the Naval Calibration Program in support of calibration of all test and measuring equipment used throughout the Navy.

Programs Offered:

Dimensional Measurements and Optical Tooling
Vibration, Shock, and Sound Measurements

Who May Attend: Special pre-entrance examinations have been designed for each of the courses offered. Applicants must pass the applicable examination for entry into the courses.

General Information: In Fiscal Year 1969, 102 Department of Defense employees were trained. Participants must obtain their own housing.

For Further Information Contact:

S. Evendorff - Supervisory General Engineer
Head, Laboratory Support Division, Metrology Engineering Center
Naval Plant Representative, Mail Zone 1-13
1675 West Mission Boulevard
Pomona, California 91766

Department of Defense

Navy

MSTSLANT FIREFIGHTING AND DAMAGE CONTROL SCHOOL
Bayonne, New Jersey

Purpose: To train MSTS marine personnel and marine employees of the shipping industry who are sponsored by the U. S. Maritime Administration.

Programs or Courses Offered:

Classroom instruction in firefighting and damage control, and practical firefighting on firefield.

Who May Attend: Marine personnel sponsored by MSTS or Maritime Administration.

General Information: 280 DOD employees, 50 interagency employees and 1,425 non-Federal personnel were trained in FY 1969. The school has no live-in arrangements. The school is scheduled for relocation about January 1, 1970 to Caven Point, New Jersey.

For Further Information Contact:

Mr. Philip Brunell
Training Director
Military Sea Transportation Service, Atlantic
58th Street and First Avenue
Brooklyn, New York 11250

Department of Defense

Navy

MSTSPAC LIFEBOAT/AB SCHOOL
Oakland, California

Purpose: To prepare the individual to take the Coast Guard examination for lifeboat men ticket and endorsement for able-bodied seamen and firemen.

Programs or Courses Offered:

Able Seaman Courses
Fireman and Oiler Course
Lifeboat Course

Who May Attend: Deck personnel with one year's service; engine and steward personnel, with 2 year's service; graduates of Coast Guard approved 30 hour courses are eligible to attend. They must be recommended by their department heads.

General Information: A total of 479 employees, including 225 Navy personnel, 54 Army employees, 195 Maritime Academy participants and 5 non-Federal personnel were trained during Fiscal Year 1969.

For Further Information Contact:

Military Sea Transportation Service, Pacific
c/o Naval Supply Center
Oakland, California 94625

Department of Defense

Navy

NAVCOSSACT TRAINING CENTER
Washington, D. C.

Purpose: To attract and develop personnel whose academic training or experience in related fields indicates potential for concentrated training in ADP; and to provide for the formal systematic training and advancement of qualified personnel to meet its need for computer programmers, computer systems analysts, computer equipment analysts, and computer specialists, and thereby establishes and maintains an adequate source of manpower to meet immediate and future requirements.

Programs or Courses Offered:

Advanced Information Processing System (642B)
AN/FYK-1(V) Maintenance
AN/FYK-1(V) Operation
COBOL (7090)
Computer Familiarization
FORTRAN (642B)
FORTRAN (7090)
IBM 7090
Information Processing System (1604A)
Information Processing System (642B)
Jovial/Program Production System (1604A)
NELIAC
160A Programming
642B Programming
1500 Programming
1604A Programming

Who May Attend: Employees of NAVCOSSACT and Operation Control Centers who have a requirement for the knowledge taught in the ADP courses and employees of DOD who have a need to know, on a space-available basis, are admitted to courses for which they meet the course prerequisites.

General Information: A total of 478 people were trained during FY 1969, including 362 DOD employees, 5 interagency employees and 111 non-Federal personnel. No living arrangements are available.

For Further Information Contact:

Training Department
Naval Command Systems Support Activity
Building 196, Washington Navy Yard
Washington, D. C. 20390

Department of Defense

Navy

NAVFAC TECHNICAL TRAINING CENTER
Norfolk, Virginia

Purpose: To provide career planning for wage board occupations in public works centers and departments in Navy field activities; to provide correspondence courses for public works occupations; to arrange for necessary technical courses through contracts for training in non-Government facilities.

Programs or Courses Offered:

(Classroom training)

- Air Conditioning and Refrigeration
- Air Operated Controllers
- Boiler Inspection
- Corrected Flow Measurements
- Diesel Fuel Injection
- Diesel Power Generator
- Electric Controls
- Heating Plant Operations
- High and Low Voltage Coordination
- Instruction Alarm Systems
- Instrumentation and Measurement
- Pneumatic Controls
- Protective Electrical Devices
- Solar Gas Turbine
- Telemetering Service
- Transmission Fundamentals

(Correspondence Courses)

- Basic Arithmetic
- Basic Control Theory and Circuits Control
- Basic Craft Tools
- Basic Drafting
- Basic Principles of Electricity
- Water and Sewage

Who May Attend: Admission requirements vary with the occupational and career needs of the employees concerned.

General Information: In Fiscal Year 1969, 300 Department of Defense employees attended the Center while 1200 enrollees completed correspondence courses. Living facilities are not provided.

For Further Information Contact:

Mr. Warren L. Frink, Director
Naval Facilities Technical Training Center
Navy Public Works Center
Norfolk, Virginia 23511

Department of Defense

Navy

NAVORDSYSCOM ENVIRONMENTAL HEALTH CENTER
Crane, Indiana

Purpose: The courses are designed to orient Navy personnel involved in the maintenance of health and safety with the principles of occupational health and the procedures used to recognize, evaluate, and control occupational health hazards.

Programs or Courses Offered:

Industrial Environmental Health Workshop

Who May Attend: Physicians, nurses, and paramedical personnel may attend.

General Information: Lecturers include scientific personnel from Federal agencies and professors from universities. For all workshops in Fiscal Year 1969, attendance totaled 60. Workshops are held in San Francisco and New York. Government housing is not provided.

For Further Information Contact:

Commanding Officer
NAVORDSYSCOM Environmental Health Center
U. S. Naval Ammunition Depot
Crane, Indiana 47522

Department of Defense

Navy

NAVORDSYSCOM FIELD SAFETY SCHOOL
Crane, Indiana

Purpose: To develop the knowledge and experience necessary for Naval Ammunitions personnel and others to carry out its functions under the safest conditions.

Programs or Courses Offered:

Explosives Safety	Industrial Safety
Fire Protection	Motor Vehicle Safety
Health and Hygiene	Safety Management

Who May Attend: Military and civilian personnel from Government activities and from private industry with Government contracts, who are fully capable of absorbing and applying the instructions they receive,are eligible.

General Information: In Fiscal Year 1969, 317 Department of Defense employees and 1 non-Federal employee were trained. Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Commanding Officer
NAVORDSYSCOM Field Safety School
U. S. Naval Ammunition Depot
Crane, Indiana 47522

Department of Defense

Navy

NAVY LOGISTIC MANAGEMENT SCHOOL
Washington, D. C.

Purpose: To develop formal logistic support, programming and budget training courses; to provide a complete and comprehensive training program in logistics.

Programs or Courses Offered:

Integrated Logistic Support Concepts Course
Integrated Logistic Support Managers Course
Navy Department Planning and Management Systems Course
Navy Department Systems Analysis Course

Who May Attend: Rank of Lieutenant Commander or a grade level of GS-12 or above is required for participation in addition to secret clearance.

General Information: A total of 2700 Department of Defense civilian personnel attended in Fiscal Year 1969. Government housing is not provided.

For Further Information Contact:

Capt. John Ball
OIC/Director, Navy Logistic Management School
Naval Air Facility
Washington, D. C. 20390

Department of Defense

Navy

PROCUREMENT TRAINING AND DEVELOPMENT BRANCH
Washington, D. C.

Purpose: To improve proficiency of procurement personnel.

Programs or Courses Offered:

Advanced Procurement Planning Seminar
Art and Technique of Negotiating Contract Modifications
Cost and Price Analysis and Negotiation Technique
Defense Advanced Incentive Contracting Workshop
Defense Multi-Year Procurement and Two-Step Formal Advertising Seminar
Defense Procurement Executive Refresher Course
Defense Small Purchase Course
Principles and Applications of Value Engineering
Procurement Management for Technical Personnel
Termination Settlement and Negotiations

Who May Attend: Personnel from other agencies are eligible to attend. Admission requirements vary per course.

General Information: Of a total of 6,493 participants in Fiscal Year 1969, 33 were from other agencies. Housing facilities are not provided.

For Further Information Contact:

Miss Grace Steckel
Procurement Analyst
Naval Material Command
Main Navy Building
18th Street and Constitution Avenue, N. W.
Washington, D. C. 20360

Department of Defense

Navy

WEAPONS PRODUCTION ENGINEERING CENTER
Crane, Indiana

Purpose: To provide the enrollee with the working knowledge necessary to perform the duties of a technician in a sound work measurement program and to relate this effort to the overall management process.

Programs or Courses Offered:

Department of Defense Work Methods and Standards Course
Methods Time Measurement (Updating)
Standard Operations Procedures - Safety Relationships
Work Methods Standards Orientation

Who May Attend: The course is designed for persons presently engaged in (or soon to be assigned to) methods study and work measurement activities. The attendee must be adept in applying basic arithmetic and simple algebraic techniques.

General Information: In Fiscal Year 1969, this Center trained 477 Department of Defense employees. Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Mr. P. N. Dantonio, WEIM
U. S. Naval Ammunition Depot
Crane, Indiana 47522

Department of Defense

Defense Contract Audit Agency

CONTRACT AUDIT INSTITUTE
Memphis, Tennessee

Purpose: The objective of the Institute is to provide professional audit training to Defense Contract Audit Agency personnel. The agency's mission requires that its audit workforce be knowledgeable in subjects that are not taught at either other Federal or non-Government training facilities. The Institute was established in order to fill this void and provide instruction in basic and advanced contract audit techniques.

Programs or Courses Offered:

Audit in Automatic Data Processing Environment
Auditor Intern Course - Technical Refresher
Graphic and Computational Analysis Techniques
Improvement Curve Analysis Techniques
Intermediate Auditor - Technical Refresher
Statistical Sampling Seminar
Supervision and Technical Management of Audits

Who May Attend: The DCAA Master Training and Development Plan, developed in Fiscal Year 1967, is an integral element of the DCAA Auditor Career Management Program. Courses in the plan will provide professional, technical, and managerial training commensurate with the auditor's grade level and/or career level. This plan provides the careerist the opportunity to acquire the training at the appropriate stage of his career development.

General Information: In Fiscal Year 1969, a total of 1450 agency employees and 33 employees of other Federal agencies were trained. Students are provided living accomodations in commercially operated hotels in Memphis.

For Further Information Contact:

Chief, Audit Standards Division
Office of the Assistant for Review and Evaluation
Headquarters, Defense Contract Audit Agency
Cameron Station
5010 Duke Street
Alexandria, Virginia 22314

Department of Defense

National Security Agency

NATIONAL CRYPTOLOGIC SCHOOL
Fort Meade, Maryland

Purpose: To provide cryptologic training for NSA personnel.

Programs or Courses Offered:

The National Cryptologic School Catalog, which identifies courses offered, will be made available on a need-to-know basis to personnel holding SECRET clearances.

Who May Attend: Personnel possessing appropriate security clearances and having a valid need-to-know are admitted to National Cryptologic courses on a quota basis.

General Information: During Fiscal Year 1969, both agency and interagency employees were trained. No housing facilities are provided, but motel facilities are located nearby.

For Further Information Contact:

Commandant
National Cryptologic School
National Security Agency
Fort George Meade, Maryland 20755

District of Columbia Government

DISTRICT OF COLUMBIA FIRE DEPARTMENT TRAINING CENTER
Washington, D. C.

Purpose: To train members of the Department in order to attain the utmost in fire fighting effectiveness and efficiency.

Programs or Courses Offered:

Basic Firefighting
Civil Defense
Emergency Ambulance Service Course
First Aid Instructor Course
Foam and Dry Chemical Truck Technician's Course
MB-5 Aircraft Fire Fighting
Officers Training Course
Pump Course
Vehicle - Training for Drivers and Turret Operators
Water Supply

Who May Attend: Trainees must have duties related to fire fighting.

General Information: In Fiscal Year 1969, the center trained 4735 agency employees and 82 interagency employees. Housing facilities are not available.

For Further Information Contact:

R. F. Henry, Deputy Fire Chief
D. C. Fire Department
300 McMillan Drive, N.W.
Washington, D. C. 20001

District of Columbia Government

METROPOLITAN POLICE DEPARTMENT TRAINING DIVISION
Washington, D. C.

Purpose: To develop training programs and curriculum and to provide training to police officers, to recommend and arrange training in institutes of higher education.

Programs or Courses Offered:

Crime - Scene Search Officers School
Driver Training School
Motor - Scooter Operators School
Orientation and Firearms Training
Police Management for Supervisory Command Personnel
Police Recruit Training School

Who May Attend: Participants must be a Police Officer of the Metropolitan Police Department, Washington, D. C., or an invited member of another law enforcement agency. A high school diploma or a certificate of equivalency is required.

General Information: During Fiscal Year 1969, 1816 agency employees and 6 interagency personnel were trained. Housing is not provided.

For Further Information Contact:

Inspector Francis Conley
Director, Training Division
U. S. Naval Anacostia Annex
Buildings T-7 and T-8
Washington, D. C. 20019

General Services Administration

GUARD TRAINING SCHOOL
Washington, D. C.

Purpose: To train guards for U. S. Special Police duties and related responsibilities.

Programs Offered:

Arrest Procedures and Mechanics
Bomb Explosion Reconnaissance
Elevator Operation
Fire Fighting
Fire Prevention
First Aid
Legal Authority
Pistol Practice
Public Relations
Report Writing
Rules and Regulations
Safety and Accident Prevention
Suppression of Civil Disturbance

Who May Attend: Employees who have primary duty of protection activities in a Government agency.

General Information: The School trained 368 agency personnel and 175 interagency personnel in Fiscal Year 1969. Accommodations are available in local hotels.

For Further Information Contact:

Administrative Officer-3PA
GSA, PBS, Region 3
7th and D Streets, S.W.
Washington, D. C. 20407

General Services Administration

OPERATING ENGINEER TRAINING SCHOOL
Washington, D. C.

Purpose: To provide training in air conditioning and refrigeration for General Services Administration and other agency personnel, and to achieve more economic and efficient buildings operation.

Programs or Courses Offered:

Air Conditioning and Refrigeration

Who May Attend: Participants are Government-employed Operating Engineers with good practical background of experience and a sound knowledge of mathematics.

General Information: 280 personnel were trained in Fiscal Year 1969, including 25 interagency employees.

For Further Information Contact:

Administrative Officer-3PA
GSA, PBS, Region 3
7th and D Streets, S.W.
Washington, D. C. 20407

Department of Health, Education, and Welfare

Public Health Service

DESERT WILLOW TRAINING CENTER
Tucson, Arizona

Purpose: To foster the development of knowledge, skills and concepts which can be applied to accelerate better health for more Indian and Alaska Native people.

Programs or Courses Offered:

Indian Community Health Representative Program
Health Program Management for Indian Leaders
Health Program Management for Indian Health Service Staff
Professional Forums
Epidemiology
Dental Officer Training in Epidemiology

Who May Attend: The first two programs listed above are open only to American Indians and Alaska Natives. The 3rd program is for IHS Staff while the Forums are given for advisory groups and other professionals. The epidemiology courses are limited to supervisory personnel of GS-7 and above.

General Information: The training center was formerly a dude ranch and has complete lodging, dining and recreational facilities. During Fiscal Year 1969, 1213 persons were trained.

For Further Information Contact:

Mr. John W. Wydro
Assistant Chief, Training Branch
Indian Health Service
7915 Eastern Avenue
Silver Spring, Maryland 20910

Office of the Director
IHS Desert Willow Training Center
P. O. Box 17510
10755 Tanque Verde Road
Tucson, Arizona 85710

Department of Health, Education, and Welfare

Public Health Service

ENVIRONMENTAL CONTROL TRAINING INSTITUTES
Rockville, Maryland; Cincinnati, Ohio; Las Vegas, Nevada; Winchester, Massachusetts; Montgomery, Alabama

Purpose: To give health personnel an appreciation and awareness of the effects of environmental health hazards on the individual and the general population, and to provide effective means of consideration and appraisal of opportunity for practice in the application of the latest techniques.

Programs or Courses Offered:

Automatic Data Processing
Computational Analysis
Environmental Sanitation
Injury Control
Occupational Health
Radiological Health
Solid Waste
Water Supply and Sea Resources

Who May Attend: Courses are designed primarily for professional personnel who are involved in environmental health programs. Trainees should have at least a baccalaureate degree in a science or equivalent preparation.

General Information: During Fiscal Year 1968, the National Center for Urban and Industrial Health and the National Center for Radiological Health were merged into one institute. In Fiscal Year 1969, training was received by 992 interagency, 4192 non-Federal, and 296 agency personnel. Trainees make their own living arrangements at motels or hotels.

For Further Information Contact:

Director, Training Institute
Office of Training and Manpower Development
Environmental Control Administration
12720 Twinbrook Parkway
Rockville, Maryland 20852

Department of Health, Education, and Welfare

Public Health Service

INSTITUTE FOR AIR POLLUTION TRAINING
Research Triangle Park, North Carolina

Purpose: To design, develop and implement curriculum and learning sessions for the development and improvement of state, regional, and local government air pollution control personnel, and others with similar responsibilities; to participate in similar activities conducted by universities, public agencies, etc.; and to provide consultation and assistance in the development and conduct of training activities conducted by state and local agencies.

Programs or Courses Offered:

Courses in:
Air Quality Management
Atmosphere Sampling and Analysis
Community Environmental Management
Field Studies
Occupational Safety and Health
Process Evaluation and Control
Radiological Health
Solid Waste Management
Special Training
Water Hygiene

Who May Attend: Scientists, engineers and other professional people in the field of air pollution control and related activities.

General Information: A total of 2,129 participated in the center's training during Fiscal Year 1969. Hotels and motels in the area provide housing.

For Further Information Contact:

Harry P. Kramer, Sc.D.
Director, Office of Manpower Development
P. O. Box 12055
Research Triangle Park, North Carolina 27709

Department of Health, Education, and Welfare

Public Health Service

NATIONAL COMMUNICABLE DISEASE CENTER
Atlanta, Georgia

Purpose: To assist the states in developing and improving their own training programs in the area of communicable disease control; to provide training and various other services which are not available to the states through their own resources; to provide training assistance and services to other organizational units of the Public Health Service and to other Federal agencies that are engaged in activities related to public health; and to develop and produce training aids and to stimulate use of these aids in public health training activities.

Programs or Courses Offered:

Courses in the following areas:

- Communicable Disease Control
- Epidemiology
- Infections Control in Hospitals and Institutions
- Personal and Organizational Skills
- Training Aids
- Training Methods
- Tuberculosis
- Vectorborne Disease Control
- Venereal Disease

Home Study Courses

- Basic Mathematics for the Sanitarian
- Communicable Disease Control for the Sanitarian
- Community Hygiene
- Foodborne Disease Control
- Vectorborne Disease Control
- Waterborne Disease Control

Who May Attend: All courses are open to Federal employees provided that needs of State or local health organizations are satisfied.

General Information: A total of 12,186 personnel were trained in FY 69, including 1,825 agency employees, 994 interagency employees, and 9,367 non-Federal personnel. Students use commercial facilities for housing, food, etc.

For Further Information Contact:

Mr. Sid Berry
Training Officer
National Communicable Disease Center
1600 Clifton Road, N. E.
Atlanta, Georgia 30323

Department of Housing and Urban Development

Federal Housing Administration

FAIR CHANCE TRAINING CENTERS
Washington, D.C.
Richmond, Virginia
Memphis, Tennessee
Jackson, Mississippi
Little Rock, Arkansas
Milwaukee, Wisconsin
Sacramento, California

APPRAISER TRAINING CENTERS
Coral Gables, Florida
Cleveland, Ohio
Minneapolis, Minnesota
St. Louis, Missouri
Portland, Oregon
Philadelphia, Pennsylvania
San Francisco, California

LOAN ASSISTANT TRAINING CENTERS
Lubbock, Texas
Topeka, Kansas

REALTY ASSISTANT TRAINING CENTER
Phoenix, Arizona

CONSTRUCTION COST ANALYST TRAINING CENTER
GRADUATE ACCOUNTANTS TRAINING CENTER
GRADUATE ARCHITECTS TRAINING CENTER
HOUSING MARKET ANALYST TRAINING CENTER
MANAGEMENT INTERN TRAINING CENTERS
PERSONNEL TRAINEES TRAINING CENTER
Washington, D. C.

HOUSING AID TRAINING CENTERS
Atlanta, Georgia
Houston, Texas
Los Angeles, California
Detroit, Michigan
Newark, New Jersey

Purpose: The purpose of the Training Centers is to give trainees at GS-5 and GS-7 levels intensive on-the-job and classroom training in the various phases of mortgage insurance underwriting analysis.

Programs or Courses Offered:

Appraiser Training
Construction Cost Training
Fair Chance Training
Graduate Accountants Training
Graduate Architects Training
Housing Aid Training
Housing Market Analyst Training
Loan Assistant Training
Management Intern Training
Personnel Trainees Training
Realty Assistant Training

Who May Attend: HUD trainees

General Information: The centers in St. Louis and Washington, D.C. will be eliminated in Fiscal Year 1970. Two hundred and sixty-nine agency employees, five interagency personnel, and 130 non-Federal employees participated in the courses in Fiscal Year 1969.

For Further Information Contact:

Mr. Frederick H. Arend, Director
Employee Development and Training Division
Department of Housing and Urban Development
451 - 7th Street, S. W.
Washington, D. C. 20410

Department of the Interior

Bureau of Indian Affairs

INDIAN POLICE ACADEMY
Roswell, New Mexico

Purpose: To provide a standard Indian Police Training Program to assure more effective service to Indians and their property.

Programs or Courses Offered:

Basic Education Training
Government and Administration
Laws, Courts and Judicial Procedures
Physical Activities
Police Science and Investigation
Records and Report Writing
Social Relations
Traffic Functions

Who May Attend: Presently employed Bureau and Tribal Personnel or individuals qualified for an appointment as a Bureau or Tribal Police officer who meet the requirements of the Bureau's Employment Assistance Program.

General Information: Fifteen agency employees and 28 non-Federal personnel have completed the course since the center began operations in May, 1969. Participants are housed in a dormitory and meals are provided.

For Further Information Contact:

D. W. Daughhetee
Employee Development Officer
Department of the Interior
1951 Constitution Avenue, NW.
Washington, D.C. 20240

Department of the Interior

Bureau of Indian Affairs

INSTRUCTIONAL SERVICE CENTER
Brigham City, Utah

Purpose: To fulfill a threefold objective: (1) production of in-service training material; (2) orientation of professional staffs; and (3) workshops to meet collective professional needs of staff.

Programs or Courses Offered:

Administrator's Workshop
Leadership Training for Bureau School Administrators

Who May Attend: Division of Education professionals, and the paraprofessional and administrative staff may attend.

General Information: The center began operation in May, 1969, and trained 1,524 agency personnel. One thousand participants can be accommodated on the campus of Intermountain School. On-campus housing is supplemented by local motels.

For Further Information Contact:

D. W. Daughhetee
Employee Development Officer
Department of the Interior
1951 Constitution Avenue, NW.
Washington, D.C. 20240

Department of the Interior

Bureau of Indian Affairs

PLANT MANAGEMENT, AREA SERVICE CENTER
Anchorage, Alaska

Purpose: To equip Plant Management personnel to maintain facilities and repair heating and diesel systems at isolated locations.

Programs or Courses Offered:

Diesel Generator Maintenance
Heating Systems Maintenance
Maintenance of School Facilities

Who May Attend: Appropriate Bureau personnel.

General Information: The center was developed during Fiscal Year 1969 to equip employees, often native, to effect repairs at isolated locations where other help is not available. Fifty-two agency personnel were trained in Fiscal Year 1969. Participants live in local motels and hotels.

For Further Information Contact:

D. W. Daughhetee
Employee Development Officer
Department of the Interior
1951 Constitution Avenue, NW.
Washington, D.C. 20240

Department of the Interior

Bureau of Sport Fisheries and Wildlife

SPEARFISH FISHERIES CENTER
Spearfish, South Dakota

Purpose: To provide specialized training in hatchery management, guided by the overall philosophies of a total fishery management concept.

Programs or Courses Offered:

Courses covering these areas:

Chemical Eradication
Criteria For Artificial Impoundments to be Used as Fishing Lakes
Lake or Stream Improvements (Physical and Chemical)
Law Enforcement Relating to Fishery Management

Who May Attend: Bureau employees in management trainee assignments.

General Information: The center trained 9 Bureau employees during FY 1969, its first year of operation. College credits for special projects are available from a local college. Housing is available locally.

For Further Information Contact:

Director
Spearfish Fisheries Center
Spearfish, South Dakota 57783

Department of the Interior

Federal Water Pollution Control Administration

WATER POLLUTION CONTROL TECHNICAL TRAINING CENTERS

Purpose: To provide technical training relating to the causes, prevention, and control of water pollution to personnel of public agencies and others with suitable qualifications.

Who May Attend: Admission to courses is by application on forms provided by the Federal Water Pollution Control Administration. Acceptance is governed by priority of application.

General Information: Trainees provide their own housing and transportation while attending courses. Three hundred ninety-four agency personnel, 386 interagency personnel and 873 non-Government personnel received training in Fiscal Year 1969.

Centers, Programs Offered, and Contact for Further Information:

ROBERT S. KERR WATER RESEARCH CENTER
Ada, Oklahoma

Analytic Quality Control
Bacterial Methods in Water Pollution Surveillance
Basic Freshwater Biology
Bioassay in Water Pollution and Control
Data Evaluation and Analysis
Freshwater Pollution Ecology
Geohydrologic Relationships in Water Pollution
Marine Pollution Ecology
STORET
Technical Seminar on Thermal Pollution
Water Pollution Control in Federal Installations
Water Quality Surveys - Field and Laboratory Procedures
Water Quality Surveys - Planning and Administration
Water Quality Surveys - Planning and Implementation

Chief, Technical Training
Robert S. Kerr Water Research Center
P. O. Box 1198
Ada, Oklahoma 74820

Department of the Interior - continued

NORTHEAST REGIONAL TRAINING CENTER
Edison, New Jersey

Basic Freshwater Biology
Basic Water Quality Chemistry
Chemical Analyses for Water Quality
Current Practices in Water Microbiology
Freshwater Pollution Ecology
Laboratory Treatment Operators Course
Marine Pollution Ecology
Membrane Filter Workshop
Physical-Chemical Treatment Technology
Seminar on Advanced Water Pollution Control
Thermal Pollution Seminar
Water Quality Studies

Mr. Patrick Nixon
Director, Northeast Region Training Center
Hudson-on-Delaware
Edison, New Jersey 08817

PACIFIC NORTHWEST WATER LABORATORY
Corvallis, Oregon

Basic Freshwater Biology
Basic Principles of Wastewater Treatment
Chemical Analyses for Water Quality
Current Practices in Water Microbiology
Design and Management of Sewage Treatment
and Disposal for Federal Installations
Freshwater Pollution Ecology
Heat Pollution Seminar
Laboratory Analyses in Treatment Plant Operation
Quantitative Evaluation of Biological Information
Obtained in Coastal Waters
Thermal Pollution Seminar
Water Quality Studies

Mr. Lyman J. Nielson
Chief, Technical Training
200 South 35th Street
Corvallis, Oregon 97330

Department of the Interior - continued

SOUTHEAST WATER LABORATORY
Athens, Georgia

Advanced Waste Treatment Seminar
Analysis of Pesticides in the Aquatic Environment
Applied Biology Seminar
Basic Freshwater Biology
Basic Marine Biology
Characterization and Treatment of Organic Industrial Wastes
Data Analysis and Evaluation
Estuary Studies
Instructor Training for Puerto Rico
Laboratory Analyses in Treatment Plant Operations
Membrane Filter Methods in Treatment Plant Operations
Operator Instructor Development
Pesticide Ecology Seminar
Pesticide Residue Analysis in Water
Water Quality Studies

Mr. Robert Roth
Chief, Technical Training
Southeast Water Laboratory
College Station Road
Athens, Georgia 30601

ROBERT A. TAFT SANITARY ENGINEERING CENTER
Cincinnati, Ohio

Advanced Treatment of Domestic Wastes
Analysis of Pesticides in the Aquatic Environment
Applied Biology Seminar
Basic Freshwater Biology
Bioassay in Pollution Analysis and Control
Biological Treatment of Wastewaters and Sludges
Chemical Analysis for Water Quality
Current Practices in Water Microbiology
Freshwater Biology and Pollution Ecology
Freshwater Pollution Ecology
Instrumental Analysis of Chemical Pollutants in the Aquatic Environment
Introductory Microscopic Analysis
Laboratory Analyses in Treatment Plant Operations
Membrane Filter Methods in Treatment Plant Operations
Orientation to Automated Instrumentation in Surveillance
Physical-Chemical Treatment Technology

Department of the Interior - continued

Physical-Chemical Treatment of Wastewaters and Sludges
Plankton Analysis
Planning Development of Wastewater Treatment Facilities
STORET System
Thermal Pollution Seminar
Water Pollution Control for Federal Installations
Water Quality Studies

Mrs. Beatrice York
Administrative Assistant
FWPCA National Training Center
4676 Columbia Parkway
Cincinnati, Ohio 48220

Department of the Interior

National Park Service

ALBRIGHT TRAINING CENTER
Grand Canyon, Arizona

Purpose: To promote the orderly orientation, indoctrination, and career development of new uniformed employees who aspire to managerial roles in the National Park Service.

Programs or Courses Offered:

Administration for Line Managers
Administration of National Parks and Equivalent Reserves
Administrative Workshop
Concessions Management Seminar
Environmental Management Seminar
Executives' Environmental Seminar
Goal Setting Workshop
Introduction to Park Operations
Law Enforcement Workshop
Leadership Laboratory (T-Group)
Maintenance Management Workshop
Orientation for Professional and Administrative Personnel
Orientation to Park Planning
Orientation to Service Operations
Safety Management and Supervision

Who May Attend: Participation is offered to National Park Service employees in their first 2 years of employment.

General Information: In Fiscal Year 1969, training was conducted for 344 agency employees, 25 from other agencies and 6 from outside the Federal Government.

For Further Information Contact:

Chief, Branch of Training
National Park Service
18th and C Streets, N.W.
Washington, D. C. 20240

Department of the Interior

National Park Service

MATHER TRAINING CENTER
Harpers Ferry, West Virginia

Purpose: This center conducts an in-service training program designed to promote the efficiency of the agency through the orderly career development of employees.

Programs or Courses Offered:

Administration for Line Managers
Administrative Workshop
Communications for Park Technicians
Communications: Speaking
Communications: Visual Aids
Communications: Writing
Curatorial Methods
Environmental Management Seminar
Executives' Environmental Seminar
Interpretive Demonstrations
Interpretive Operations
Law Enforcement Workshop
Leadership Laboratory (T-Group)
Maintenance Management Workshop
Orientation to Service Operations
Park Management
Safety Management and Supervision

Who May Attend: There are no specific admission requirements.

General Information: In Fiscal Year 1969, the Center trained 725 employees from the National Park Service, 20 from other agencies, and 8 from outside the Federal Government. A 35-unit dormitory is available for single housing only. Married couples must use local or commercial housing.

For Further Information Contact:

Branch of Training
National Park Service
1100 Ohio Drive, S.W.
Washington, D. C. 20242

Department of the Interior

National Park Service

U. S. PARK POLICE TRAINING CENTER
Jones Point, Alexandria, Virginia

Purpose: To train new recruits in basic police science.

Programs or Courses Offered:

Recruit Orientation and Indoctrination School

Who May Attend: Students must be a member of or affiliated with a law enforcement agency.

General Information: During Fiscal Year 1963, 1,761 agency employees, 13 interagency employees, and 89 non-Federal personnel were trained at the center. There are no living accommodations since all employees live in the greater metropolitan area.

For Further Information Contact:

Lt. Edward H. Henley
U. S. Park Police
1100 Ohio Drive, S.W.
Washington, D. C. 20240

Department of Justice

Bureau of Narcotics and Dangerous Drugs

BUREAU OF NARCOTICS AND DANGEROUS DRUGS NATIONAL TRAINING CENTER
Washington, D.C.

Purpose: To train Special Agent personnel in job-related skills, elements of supervision, and to prepare them for overseas duty;

To increase the knowledge of the drug abuse problem and to aid college deans and security officials in the development and implementation of drug abuse control programs to meet the needs of the specific institution;

To develop expertise on the State and local level in the forensic analysis of narcotics and dangerous drugs;

To develop improved methods of reducing the diversion of narcotics and dangerous drugs from licit to illicit channels;

And to provide State and local law enforcement officers with information as to the scope and severity of the narcotic and dangerous drug problem and to provide them also with information as to the technical investigative techniques needed to perform drug investigations.

Programs or Courses Offered:

Basic Agent Training
Pharmaceutical Industry Security Seminar
State and Local Police Chemists' Course
Training for State and Local Law Enforcement Officials
Workshop for College Deans and Campus Security Officials

Who May Attend:

Basic Training: Requirements are the same as they are for recruitment as a BNDD Special Agent.

Pharmaceutical Industry Security Seminar: Must be employed by a pharmaceutical manufacturer, wholesaler, or distributor in a security-related capacity.

State and Local Police Chemists: Must be employed as a Chemist by a Federal, State, or local enforcement or regulatory agency.

Department of Justice - continued

Training for State and Local Law Enforcement Officials: The sole requirement is that the applicant be a duly appointed officer of a State and local law enforcement agency.

Workshop for College Deans and Campus Security Officials: Must be employed in an administrative, regulatory, or security capacity by a recognized college or university.

General Information:

Cooperation and liaison with other Federal departments and agencies is continually maintained. Various agencies also provide expert instructors on pertinent subjects. The center trained 165 agency employees, 182 interagency personnel, and 1,772 non-Federal employees in Fiscal Year 1969. Hotel and motel accommodations are available.

For Further Information Contact:

Mr. John Doyle, Chief
Special Programs Division

Mr. David J. Connolly, Chief
State and Local Law Enforcement Division

Mr. Ernest J. Marquardt, Chief
Agent Training Division

Bureau of Narcotics and Dangerous Drugs
1405 Eye Street, N.W.
Washington, D.C. 20537

Department of Justice

Federal Bureau of Investigation

FEDERAL BUREAU OF INVESTIGATION ACADEMY
Quantico, Virginia

Purpose: The objectives of the Federal Bureau of Investigation Academy are twofold. It is this Bureau's basic objective to afford training to new Special Agents personnel to equip them with the fundamentals of the law enforcement profession. The other objective is to afford training to selected local, county, state and Federal law enforcement officers from all over the United States and some foreign nations.

Programs or Courses Offered:

In-Service Training - e.g., Investigative Techniques, Policy Matters, Court Decisions, Administrative Techniques and other material essential to functions of experienced Special Agents.

National Academy Training - e.g., Courses in criminal law and investigations, behavioral science, physical science, administration and management for personnel of local, county, state, and selected Federal law enforcement agencies.

New Agents Training - e.g., The Constitution, Federal Criminal Procedure, Investigative Techniques, Collection, Identification and Preservation of Physical Evidence, Firearms and Defensive Tactics.

Who May Attend: Personnel attending New Agent's Training and In-Service Training must meet requirements for Special Agent of the Federal Bureau of Investigation. Attendance at in-Service courses is restricted to Special Agents having at least 3 years field experience. To qualify for attendance at the National Academy, a nominee must be a full-time officer of a duly constituted law enforcement agency, and must meet rigid requirements as to physical condition, experience, education, and character.

General Information: A total of 2,190 agency employees, 9 employees of other agencies and 191 non-Federal employees were trained in Fiscal Year 1969. Housing is provided.

For Further Information Contact:

Mr. Joseph J. Casper
Assistant Director
Training Division
Federal Bureau of Investigation
Washington, D. C. 20530

Department of Justice

Immigration and Naturalization Service

OFFICER DEVELOPMENT CENTER
Los Fresnos, Texas

Purpose: The purpose of the Advanced Officer College and Border Patrol Academy is to conduct a series of progressive and efficient training programs to build and retain a force of skilled and efficient employees who will install and use the best modern practices and techniques in the conduct of the Service's business thereby increasing efficiency and economy and improving public service.

Programs or Courses Offered:

Executive Development Seminar
Journeyman Immigrant Inspector Course
Journeyman Investigator Course
Naturalization Examiners Course
Operational Conference for Supervisory Investigators
Patrol Inspector Trainee Course

Who May Attend: Employees and others are enrolled in the center's courses upon the request of responsible officials who have identified need for such training.

General Information: In Fiscal Year 1969, 290 agency employees, 3 interagency personnel, and 23 non-Federal employees were trained. This center cooperated with several other agencies in presenting courses and seminars similar to those listed above. On-site housing is provided.

For Further Information Contact:

Mr. Joe F. Staley
District Director
U. S. Immigration and Naturalization Service
Rural Route 3
Los Fresnos, Texas 78566

Post Office Department

POSTAL SERVICE MANAGEMENT INSTITUTE
Washington, D. C.

Purpose: To provide in-service training for managers, supervisors, technicians, and professional personnel in the Postal Service including Postmasters.

Programs or Courses Offered:

Advance Traffic Management
Communications
Compensation Management
Compensation Officers
Customer Relations
Employment and Placement
Engineering
EEO Counselors
Financial Management
Hearing Officer Investigators
Industrial Relations Management
Inspection Management
Intermediate Traffic Management
Labor Relations Management
Maintenance Training (Norman, Okla.)
Mechanization for Managers
Military Postal Operations
Postal Inspection
Postal Operations Management
Postal Operations Supervision
Postmasters Management
Real Estate Management
Regional and Local Training Officers
Safety Management
Work Simplification
(Other training at selected field installations.)

Who May Attend: The Postal Service Management Institute is essentially an in-service training facility. Enrollment in Institute courses is on the basis of nominations from regional offices, post offices, and Headquarters offices of candidates meeting the criteria announced in specific course offerings.

General Information: The Postal Service Management Institute (previously called Postal Service Institute) expanded in January, 1969 to include responsibility for a planned National Technical Training Center in Norman, Oklahoma. This center will provide technical training services and professional and technical maintenance support to the Postal Service on a national scale. It replaces the 21 Maintenance Technical Training Centers across the nation reported in Fiscal Year 1968.

During Fiscal Year 1969, the center trained 32,046 postal employees and 3 foreign officials. Housing is arranged in motels and leased apartments.

For Further Information Contact:

Mr. Gavin Lawson
Special Assistant to Director
Postal Service Management Institute
7900 Wisconsin Avenue, N.W.
Washington, D. C. 20014

Panama Canal Company

PANAMA CANAL COMPANY TRAINING CENTER
Balboa Heights, Canal Zone

Purpose: To develop the maximum proficiency in the performance of official duties; and to install and utilize effectively the best modern practices and techniques both from within and outside the Government.

Programs or Courses Offered:

Advanced Supervisory Training
Basic Supervisory Training
Career-Entry Programs
Communications Training
Defensive Driving Course
Executive Development
Industrial Training Programs
Language Training
Middle-Management Development
Orientation Training
Staffing/Development
Tuition Refund Program

Who May Attend: Admission usually requires employment by the Panama Canal Company/Canal Zone Government or by some other agency of the U. S. Government.

General Information: In Fiscal Year 1969, there were 5,569 agency participants, 591 interagency participants, and 312 non-Federal personnel. There are no living arrangements connected with the Center. Laboratory equipment was designed and constructed during Fiscal Year 1969 for refrigeration courses to be taught during Fiscal Year 1970. Arrangements have also been made to rent machine tools from the U. S. Naval Forces Southern Command on a rental - depreciation basis and to move the machinery to an area much nearer than at present to the classroom.

For Further Information Contact:

Mr. Edward A. Doolan
Personnel Director
The Panama Canal Company
P. O. Box 2012
Balboa Heights, Canal Zone

Railroad Retirement Board

EMPLOYEE DEVELOPMENT UNIT
Chicago, Illinois

Purpose: To provide for the recognition, utilization, and development of each employee's work potential; to train employees for future work assignments; to train and develop supervisors at all levels; to train and develop executives; to provide for the establishment of developmental guidance and counseling services; to increase the versatility of employees in work assignments; to provide employees with information about Board policies and programs in order to increase their appreciation of the Board's functions and their contributions, and to create an environment which will stimulate and encourage employee development, both through individual self-improvement and through Board-sponsored activities.

Programs or Courses Offered:

Basic Algebra
Basic Course for Supervisors
Basic English
Claims Examiner Training
Effective Writing
Fundamentals of Leadership
General Mathematics
IBM 360 and 7070 Training
Informational Conference Training
Management Development Course
Plain Letters
Programmed Instruction COBOL
Public Speaking
Typing Courses

Who May Attend: Employees are nominated by superiors for job-related training; self-development courses are offered after-hours for voluntary enrollment.

General Information: In Fiscal Year 1969, the center trained 357 agency personnel. Employees brought in from outside the Chicago area are quartered in reasonably priced, suitable hotels close to Board headquarters.

For Further Information Contact:

Kenneth C. Marz
Employee Development Specialist
U. S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Small Business Administration

EASTERN TRAINING CENTER
Silver Spring, Maryland

Purpose: To provide training needed by Small Business Administration Employees in order to achieve the most efficient operation of programs.

Programs or Courses Offered:

Community Development Program
Effective Listening Program
Instructor Training Program
Interviewing and Counseling
Management Development Programs
Management Improvement Program for Budget and Finance Personnel
Performance Standards Workshop
Personnel Management for First Line Supervisors
Procurement Center Representative Training
Reading Improvement Program

Who May Attend: Employees of Small Business Administration must meet admission criteria for each specific course. Employees of other Federal agencies, on space available basis, who must meet admission criteria for Instructor Training and Management Development courses.

General Information: In Fiscal Year 1969, this center trained 930 employees. Participants obtain housing at local motels.

For Further Information Contact:

Director, Eastern Training Center
Small Business Administration
8115 Fenton Street
Silver Spring, Maryland 20910

Small Business Administration

WESTERN TRAINING CENTER
Denver, Colorado

Purpose: To provide training needed by Small Business Administration employees in order to achieve the most efficient operation of programs.

Programs Offered:

- Communications Workshop
- Community Development Program
- Instructor Training Program
- Interviewing and Counseling
- Management Development Programs
- Performance Standards Workshop
- Personnel Management for First-Line Supervisors

Who May Attend: Employees of Small Business Administration who meet admission criteria for each specific course. Employees of other Federal agencies, on space available basis, who meet admission criteria for Instructor Training and Management Development.

General Information: In Fiscal Year 1969, this center trained 445 employees. Participants obtained housing at local motels.

For Further Information Contact:

Director, Western Training Center
Small Business Administration
U. S. Courthouse, Room 5006
1929 Stout Street
Denver, Colorado 80202

Department of Transportation

Federal Aviation Administration

FEDERAL AVIATION ADMINISTRATION ACADEMY
Oklahoma City, Oklahoma

Purpose: The Federal Aviation Administration Academy serves as the agency's principal source of aviation technical knowledge and professional educational services. The objective of the center is to research, organize and administer training programs pertaining to all facets of aviation for agency employees, internationals, and the aviation community.

Programs or Courses Offered:

Resident Study

Air Navigation Facilities Training
Air Traffic Training
Airports Training Program
Flight Standards Training
Logistics Management Training
Training Development Courses

Correspondence Study

Air Traffic Training
Electronics
Flight Standards Training
Management

Who May Attend: Participants must meet requirements which vary from course to course. In general they consist of basic skills, knowledges, experience and agency course progression coupled with GS grade and title prerequisites.

General Information: Agency personnel trained in Fiscal Year 1969 totalled 8,955; interagency, 438; and non-Federal personnel. 362. There are no living arrangements established for resident training, but commercial facilities are available.

For Further Information Contact:

Dr. Dale Rea
Superintendent, Federal Aviation Administration Academy
Aeronautical Center
P. O. Box 25082
Oklahoma City, Oklahoma 73125

Department of Transportation

Federal Aviation Administration
National Transportation Safety Board

NATIONAL AIRCRAFT ACCIDENT INVESTIGATION SCHOOL
Oklahoma City, Oklahoma

Purpose: To familiarize appropriate personnel with the duties and responsibilities of investigating aircraft accidents; to emphasize the integration of varied skills and personnel for effective functioning of investigation teams; to indoctrinate all investigatory personnel in the most up-to-date methodology of aircraft accident investigation.

Programs or Courses Offered:

Accident Investigation Management
Advanced Investigation Technology
Aerodynamics Aspect Analysis
Aeromedical Factors Symposium
Aircraft Accident Investigation Functions
Aircraft Accident Investigation Methodology
Aircraft Systems Analysis
Basic Investigation Procedures
Investigation Supervisors Seminar
Navigation/Communications Systems Analysis Techniques
Operations Analysis Techniques
Powerplant Analysis Techniques
Report Writing

Who May Attend: Participants must be recommended by a Federal agency or industry.

General Information: This school is sponsored by the Federal Aviation Administration and the Civil Aeronautics Board and used jointly by Federal Aviation Administration and National Transportation Safety Board. In Fiscal Year 1969, the Center trained 34 agency employees, 175 employees from other agencies, and 21 non-Federal personnel. Students make their own living arrangements.

For Further Information Contact:

Mr. Donald J. LeMay
Personnel Manager
National Transportation
Safety Board
Department of Transportation
1825 Connecticut Avenue, NW.
Washington, D. C. 20590

Mr. Rudolph A. Doering, Dean
National Aircraft Accident
Investigation School
Federal Aviation Administration
Aeronautical Center
P. O. Box 25082
6400 South MacArthur Boulevard
Oklahoma City, Oklahoma 73125

Treasury Department

TREASURY LAW ENFORCEMENT SCHOOL
Washington, D. C.

Purpose: The mission of the Treasury Law Enforcement School is to serve the Treasury enforcement community by providing basic and advanced training in the knowledge, skills, and attitudes required for efficient performance of the duties of Treasury enforcement officers, with emphasis on training needs common to all such officers.

Programs or Courses Offered:

General Courses - e.g., Ethics and Conduct for Investigators, Organized Crime, Public Relations

Investigative Techniques - e.g., Collection and Preservation of Evidence, Description and Identification, Fingerprints, Informants, Marksmanship, Photography, Questioned Documents, Raids, Self-Defense, Surveillance

Law Courses - e.g., Civil Rights, Conduct and Testifying in Court, Conspiracy, Constitutional Rights, Evidence, Federal Court Procedures, Law of Arrest, Searches and Seizures, Apprehension and Handling of Prisoners

Who May Attend: Treasury personnel admitted to this program must be in Series 1811 - Criminal Investigator. Investigators from other Government agencies and local police officials are admitted on a space available basis. Foreign nationals sponsored by the Agency for International Development occasionally are admitted on a space available basis.

General Information: Six hundred sixteen agency employees participated in the program in Fiscal Year 1969. Trainees make their own housing arrangement in local hotels.

For Further Information Contact:

Treasury Law Enforcement School
c/o Main Treasury Mail Room
15th and Pennsylvania Avenue, NW.
Washington, D. C. 20220

Treasury Department

Internal Revenue Service

CENTRAL REGION TRAINING CENTER
Cincinnati, Ohio

NORTH-ATLANTIC TRAINING CENTER
Uniondale, Long Island

NATIONAL TRAINING CENTER
Arlington, Virginia

WESTERN TRAINING CENTER
San Francisco, California
Van Nuys, California

Purpose: The National Center develops and maintains all training courses and materials for Service-wide programs; directs the activities of permanently assigned faculty, instructors, education and other personnel; plans, administers, and conducts nationally centralized classes and administers correspondence courses; develops courses and conducts centralized training for Service instructors, and other training personnel. The regional centers support the IRS training and educational program in the regions.

Programs or Courses Offered:

Courses are offered in the following areas:

Alcohol and Tobacco Tax
Appellate
Audit of Tax Returns
Collection--DAR
Communications
Counseling Training
Data Processing Operations
Internal Audit and Security
Management Development
Supervisory Training
Tax Fraud and Special Investigations

Who May Attend: Internal Revenue Service employees who have been selected by their supervisors.

General Information: In Fiscal Year 1969, 4279 Treasury personnel were trained in center courses. The North-Atlantic Center moved to its new building in May 1969.

For Further Information Contact:

Mr. Earl Hertenstein
Room 403
IRS-National Training Center
Crystal Plaza Building
2221 Jefferson Davis Highway
Arlington, Virginia 22202

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